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23 DEC 1970

MEMORANDUM FOR: Information Processing Coordinator, DD/S

SUBJECT: ADP MIS Semiannual Report

**REFERENCE: Memo to DTR dtd 17 Dec 70 from IPC/DD/S
subj. same**

The Office of Training submits a negative ADP MIS
Semiannual Report. We have no EDP Equipment on hand nor
do we expect to gain any in the next 12 months.

for **HUGH T. CUNNINGHAM**
Director of Training

Distribution:

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17 DEC

MEMORANDUM FOR: Director of Communications
Director of Security
Director of Logistics
Director of Personnel
Director of Finance
Director of Medical Services
Director of Training

SUBJECT : ADP MIS Semiannual Reports

REFERENCE : Office of Management and Budget Circular
No. A-83

1. The ADP MIS Manual contains instructions for submission of the OMB required 31 December semiannual reports. Reports due this half fiscal year are the Computer Utilization (input format D), and the 18 month projection of EDPE gains (input format C). Projected EDPE loss report requirements were discontinued during March 1968.

2. Offices are requested to review their On Hand Inventory for update. Reports (coded input formats in duplicate) should be forwarded to me by 11 January 1971.



DD/S

Information Processing Coordinator

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DTR-5757

1 DEC 1970

MEMORANDUM FOR: Chief, Support Services Staff

**SUBJECT: Information Handling Report as of
31 December 1970**

**REFERENCE: Memo to DTR frm C/SSS dtd 24 Nov 70,
subj. Report on Information Handling of
ADP Accomplishments**

1. The Office of Training submits a negative ADP report for the period 1 July 1970 through 31 December 1970. We have no changes to report at this time. Benefits remain as previously reported.

2. If questions arise, please contact [redacted]
IPC for the Office of Training.

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HUGH T. CUNNINGHAM
Director of Training

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24 NOV 1970

MEMORANDUM FOR: Director of Communications
Director of Security
Director of Logistics
Director of Personnel
✓ Director of Training
Director of Finance
Director of Medical Services


SUBJECT : Report on Information Handling of ADP
Accomplishments

1. Semiannual reports on the Agency Information Handling/ADP activities for the period ending 31 December 1970 are due in O/PPB by 15 December 1970. The single report formats (attached) are to be used as in the past as the two reports cover identical reporting periods and involve other reporting redundancies.

2. Each office in the Support Directorate is again requested to furnish information in the format as explained in the attachment. These reports should enable the DDS/IPC to prepare the Support Directorate report, and in turn, O/PPB to prepare the Agency's reports in compliance with IHC and OMB requirements.

3. I wish to again particularly emphasize that this submission should emphasize quantitative and qualitative information which will subsequently describe the benefits we actually do gain from ADP.

4. Your office report is requested to reach me (in duplicate) no later than 10 December 1970.


Chief, Support Services Staff

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Attachment

SEMIANNUAL REPORT OF ACCOMPLISHMENTS
IN THE USE AND MANAGEMENT OF ADP

Reporting Organization _____ Period Covered 1st half FY 71

The information in SECTION I normally should be furnished by ADP customer (i.e., user) offices.

The information in SECTION II normally should be furnished by ADP service organizations.

SECTION I. ACCOMPLISHMENTS FROM THE USE (i.e., APPLICATION)
OF COMPUTERS

Describe and explain the benefits of each new or revised computer-based system implemented during this report period. (Please indicate the security classification for each system description.)

A. System Description

Briefly identify and explain the intelligence (or other) functions and objectives of the computerized system. Include identification of the Agency Program supported (i.e., category, subcategory, element, etc.), identify and explain any contractor involvement, and indicate any community interest or use of the system.

B. Personnel Savings and Other Benefits

(1) Furnish your estimate and briefly explain the number of additional people (or man years) that would be required for the Agency to accomplish the objectives of this ADP system if we performed the necessary functions manually (i.e., without a computer).

(2) If you consider an alternative means (e.g.: contractor) feasible to accomplish the objectives of this system briefly explain this alternative and furnish your estimate of relative cost advantages or disadvantages.

(3) Briefly explain other benefits of this computerized system such as increases in efficiency, timeliness, accuracy, etc.

SECTION II. ADP MANAGEMENT ACCOMPLISHMENTS

Describe and explain the benefits of significant ADP management accomplishments such as those indicated below. Please furnish your estimate of the ADP equipment, manpower or dollar savings which should result:

- (1) Standardization or integration of computer systems.
- (2) Sharing or exchange of ADP personnel, equipment, programs or data files.
- (3) Improvements in ADP methods or technology.
- (4) Negotiation of ADP contracts under more favorable terms than provided in the Federal Supply Schedule.
- (5) New or changed rules, procedures, formats and arrangements for community information exchange.
- (6) Progress in handling ADP security problems.
- (7) Development or implementation of methods for providing information handling support in event of local or general disaster, i.e., backup systems.
- (8) Highlights of information science training activities.
- (9) Progress on research and development in information handling activities.
- (10) Progress with large information systems such as AEGIS, IIS, QUIKTRAK, GESCAN, ACT and Automatic Dissemination.

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